

Request for Vacation Time

One tuition-free vacation week may be taken each school year (School Year is defined as September-August).

Student Name	
Classroom	
Dates Requested	
Parent Signature	

**Requests must be submitted two weeks prior to date of request*

Office Use Only:

- Parent Notified
- Teacher Notified
- Added to Master Calendar
- Tuition Altered (if applicable)

Initials: _____